April 19th, 2015

Mr. Moses Hampton

Talbot Thingamajig, Inc.

4618 ¾ William Flynn Hwy.

Allison Park PA 15101

Dear Mr. Hampton:

I hope you are well.  I am writing to be considered for an overseas assignment with Talbot Thingamajig, Inc.  Specifically, I am requesting to be assigned to help open a branch of the company in Italy.  I chose this study because I enjoy the foods from the country of Italy, and I am interested in learning more about the culture of the country.

Over the course of the next 7 and a half weeks, I expect to learn about Italy’s culture, food, business etiquette and some important phrases in Italian.  Having this knowledge will help me adapt to the environment of Italy and prepare me for meetings and other business encounters while I am there.

Lastly, I think I would be a great addition to this team because I am I team player and a hard worker.  In school, I always make sure I complete my homework and do it well.  Also, I have played soccer since I was three, and it has taught me how to work together with others toward a common goal.  This is important for the job because without being able to work with my peers and we will be able to get much more work done.

Thank you for your time and consideration.  I look forward to hearing from you soon.

Sincerely,

Owen Meneilly

4539 Middle Road

Allison Park, PA, 15101